



SALES TRAILER CHECKLIST

Effective May 1, 2007

A **TEMPORARY REAL ESTATE SALES OFFICE** is allowed as a conditional use in all residential zoning districts. To review the conditions of approval, please see the City of Las Vegas Zoning Code Title 19A.04.040 Conditional Uses, Temporary Estate Sales Office or call the Planning Department at 229-6301 to speak with a planner.

The Planning Department will review the building permit application you submit to the Department of Building and Safety for compliance with the conditions regulating Temporary Real Estate Sales Offices. If you are unable to meet the conditions of approval, you will be required to apply for a Special Use Permit before the permit can be approved by the Planning Department.

Obtain a **BUILDING PERMIT** from the Building and Safety Department. Applications are available at the front counter of Permits. Two (2) complete plans must be submitted at the time application is being made and must contain the following items:

☐ **SITE PLAN**

- ☐ Draw to scale and make legible
- ☐ Locate and dimension all proposed and existing structures from each other and property lines.
- ☐ All four (4) property lines.
- ☐ Adjacent streets or roads.
- ☐ Designated handicapped parking and accessible route to the trailer.
- ☐ Location of points of connection for gas, electricity, water, and sewer lines to existing main lines.

☐ **ARCHITECTURAL PLANS:**

- ☐ Manufacturer's specifications.
- ☐ Dimensioned floor plan.
- ☐ Label use of every room.
- ☐ Skirted or flush settings require under-floor ventilation details and access details.
- ☐ Provide proof of State of Nevada approval of trailer.

☐ **ELECTRICAL PLANS:**

- ☐ Routing, size, and materials of onsite power.
- ☐ Size of main panel and locations.
- ☐ Size of sub-panel and location
- ☐ Panel schedule
- ☐ Load calculations
- ☐ Size of service conductors for main panel.
- ☐ Size of sub-feeders feeding sub-panel.
- ☐ AIC rating for sub-panel.
- ☐ Fault current rating and size of transformer.
- ☐ Voltage drop calculations if distance of conductors is over 100 ft.
- ☐ Floor plan showing location of receptacles, switches, etc.

☐ **PLUMBING PLANS:**

- ☐ Location of points of connection for gas, water, and sewer lines.
- ☐ Routing, size, and material lists of gas, water, and sewer lines.

☐ **STRUCTURAL PLANS:**

- ☐ Calculations, details and installation procedures for ground and / or tie-down anchors.
- ☐ Details for anchorage must include support methods and wind load.
- ☐ Details for connection of trailer to steel frame.
- ☐ Wood or masonry retaining walls for flush sets shall be engineered. Note: Standard CLV masonry retaining wall design may be used.
- ☐ Details for elevated handicapped ramp (if required).
- ☐ Calculations and structural details must be stamped and sealed by a Nevada-licensed professional engineer.